



PA Actions-Reasons-Definitions

Due to the live links in this job aid, OSC Training recommends that you view it online on the Training HELP web page (<http://www.osc.nc.gov/training/osctd/help/>).

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Code & Action	Action Definition	Reason Codes and Definitions
<i>Z0 – New Hire</i>	The initial employment of an individual to a position in State government. This action should only be used to hire applicants that are not currently or previously employed with a State Government agency or university.	<p>POLICY LINK: http://www.oshr.nc.gov/Guide/Policies/4_Salary%20Administration/New%20Appointment%20s.pdf</p> <p>ACTION GUIDE LINK: http://www.osc.nc.gov/training/osctd/help/Personnel%20Administration/Job%20Aids/New%20HireActionGuide.pdf</p> <ul style="list-style-type: none"> • 01 New Hire - is the initial employment of an individual to a position in State government or initial entry into the BEACON system as a temporary employee • 02 National Guard
<i>Z1 – Promotion</i>	Within agency movement to a position assigned a higher salary grade or movement between positions from one career-banded class to another with a higher market rate or movement from one position to another within the same banded class with a higher competency level.	<p>POLICY LINK: http://www.oshr.nc.gov/Guide/Policies/4_Salary%20Administration/Promotion.pdf</p> <p>ACTION GUIDE LINK: http://www.osc.nc.gov/training/osctd/help/Personnel%20Administration/Job%20Aids/PromotionActionGuide.pdf</p> <ul style="list-style-type: none"> • 01 Promotion - is movement to a position assigned a higher salary grade or movement between positions from one career-banded class to another with a higher market rate or movement from one position to another within the same banded class with a higher competency level. • 02 Promotion Inc-After Eff Date – employee receives remainder of increase with a current effective date. (only applies to graded employees) • 03 Acting Promotion - is a temporary movement to a position assigned a higher salary grade or temporary movement between positions from one career-banded class to another with a higher market rate or temporary movement from one position to another within the same banded class with a higher competency level.

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Z2 – Reinstatement/Reemployment	<p>The reemployment of a former employee after a break in service (separation of 31 calendar days); or is the reinstatement of an employee from a leave of absence (LOA).</p> <p>This action should also be used to reinstate an employee who was previously employed in BEACON with an agency and then transferred to a University or other non-BEACON State agency and then transfers back to a BEACON agency without a break in service.</p> <p>NOTE: Employee has been in BEACON SAP system before.</p>	<p>POLICY LINK: http://www.oshr.nc.gov/Guide/Policies/4_Salary%20Administration/Reinstatement.pdf</p> <p>ACTION GUIDE LINK: http://www.osc.nc.gov/training/osctd/help/Personnel%20Administration/Job%20Aids/ReinstatementReemploymentActionGuide.pdf</p> <ul style="list-style-type: none"> • 01 Return to State within 12 months (same salary grade) – employee separated from a graded position is rehired in less than 12 months to a graded position with the same salary grade. [NOTE: Not to be used for re-employment from or to Career Banded positions or other non-graded pay system] • 02 Return to State within 12 months (higher salary grade) – employee separated from a graded position is rehired in less than 12 months to a graded position with a higher salary grade. [NOTE: Not to be used for re-employment from or to Career Banded positions or other non-graded pay system] • 03 Return to State within 12 months (lower salary grade) – employee separated from a graded position is rehired in less than 12 months to a graded position with a lower salary grade. [NOTE: Not to be used for re-employment from or to Career Banded positions or other non-graded pay system] • 04 Return to State within 5 years – employee separated from a graded position is rehired in a graded position after a separation of more than 12 months but no more than 5 year, or employee who separated from any non-graded pay system (banded, skill based pay, pilot band, flat rate) and is being rehired in a State position (any pay system) after a separation of no more than 5 years. [NOTE: Check reinstatement of sick leave if eligible.] • 05 Return to State after 5 years – employee separated from any pay system is rehired after 5 years to a State position in any pay system. [NOTE: Sick leave shall not be reinstated.] • 06 Rtn from Short Term Dis Tr-Reh – return to work from LOA in the same capacity that existed prior to the disability. Based on doctor's note. • 20 Rtn from STD with Restrictions - return to work from LOA with restrictions such as physical restrictions (lifting, standing, driving, etc.) or time limit restrictions limiting the number of hours the employee can work • 07 Return from Short-Term Disability Complete – returning to work from LOA per doctor's note.

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		<ul style="list-style-type: none"> • 08 Return from Long-Term Disability – returning to work per doctor’s note. • 09 Return from Disciplinary Suspension – returning to work. • 10 Return from Investigatory Placement Leave – returning to work. • 11 Return from Military – returning to work. • 21 Rtn frm Military Care Giver Lv - Returning to work. • 13 Return from Workers’ Comp with MMI Complete. Employee has reached maximum medical improvement (MMI) and has been released by the treating physician to return to permanent work in the same position or one of seniority, status and pay held prior to WC leave. • 22 Return from Workers’ Comp with MMI Disability. Employee has reached maximum medical improvement (MMI) and has been released by the treating physician to return to work, but has a disability which prohibits employment in the same capacity that existed prior to WC leave. Agency work placement has identified and placed employee in another position suitable for employee and agency. • 12 Return from Workers’ Comp w/ Physician Restrictions that state a Modified Duty of 20-40 hrs – Employee has been released by the treating physician to return to a modified duty assignment with a work schedule of 20 or more hours a week. Employee has not reached maximum medical improvement (MMI). • 23 Rtn from Workers’ Comp with Limited Duty less than 20 hrs - Employee has been released by the treating physician to return to a modified duty assignment with a work schedule of less than 20 hours a week. Employee has not reached maximum medical improvement (MMI). • 14 Return from Educational Leave – return to work. • 15 Return from FMLA – return to work. • 16 Return from Family Illness - return to work. • 17 Return from Parental – return to work. • 18 Return from LOA Other – return to work. • 19 Return to Supplemental – return to work. • 30 Non-BEACON Transfer Lateral - Movement without a break in service from a non-BEACON agency graded position to a BEACON agency graded position assigned to a same salary grade or movement without a break in service between a non-BEACON agency career-banded position to a BEACON agency career-banded position with the same market rate or movement without a break in service from a non-BEACON career-banded position to a BEACON agency career-banded position within the same banded class with the same competency level.

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		<ul style="list-style-type: none"> • 31 Non-BEACON Transfer Reassignment - Movement without a break in service from a non-BEACON agency graded position to a BEACON agency graded position assigned to a lower salary grade or movement without a break in service between a non-BEACON agency career-banded position to a BEACON agency career-banded position with a lower market rate or movement without a break in service from a non-BEACON career-banded position to a BEACON agency career-banded position within the same banded class with a lower competency level. • 32 Non-BEACON Transfer Promotion - Movement without a break in service from a non-BEACON agency graded position to a BEACON agency graded position assigned to a higher salary grade or movement without a break in service between a non-BEACON agency career-banded position to a BEACON agency career-banded position with a higher market rate or movement without a break in service from a non-BEACON career-banded position to a BEACON agency career-banded position within the same banded class with a higher competency level. • 33 Non-BEACON Transfer EPA-SPA - Employee movement without a break in service from a non-BEACON agency EPA position to a BEACON agency SPA position or vice versa. • 34 Non-BEACON Trf ClassPayPlanChg - Employee movement without a break in service from a non-Beacon agency SPA position to a BEACON agency SPA position assigned to different class/pay systems: <ul style="list-style-type: none"> ○ Graded ○ Career Banded ○ Pilot Banded ○ Skill Based Pay ○ Flat Rate • 29 Return to National Guard – Return National Guard Temps to active status. (Used by Department of Public Safety only.)
Z5 - Investigatory w/pay	To investigate allegations of performance or conduct deficiencies that would constitute just cause for disciplinary action; to provide time within which to schedule and conduct a pre-disciplinary conference; or to avoid disruption of the work place	<p>POLICY LINK: http://www.oshr.nc.gov/Guide/Policies/7_Discipline,%20Appeals%20and%20Grievances/Disciplinary%20Actions,%20Suspension%20and%20Dismissal.pdf</p> <ul style="list-style-type: none"> • 01 Investigatory Placement Leave – employee may be placed on leave for no more than 30 days. • 02 Extended – requires written approval from Agency head and the State Human Resources Director.

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	and/or to protect the safety of persons or property.	
Z6 - Suspension	The removal of an employee from work for disciplinary reasons without paying the employee.	<p>POLICY LINK: http://www.oshr.nc.gov/Guide/Policies/7_Discipline.%20Appeals%20and%20Grievances/Disciplinary%20Actions.%20Suspension%20and%20Dismissal.pdf</p> <ul style="list-style-type: none"> • 01 Conduct – an act that is: <ul style="list-style-type: none"> ○ conduct for which no reasonable person should expect to receive prior warning; or ○ job-related conduct which constitutes a violation of State or federal law; or ○ conviction of a felony or an offense involving moral turpitude that is detrimental to or impacts the employee's service to the State; or ○ the willful violation of known or written work rules; or ○ conduct unbecoming a State employee that is detrimental to State service; or ○ the abuse of client(s), patient(s), student(s) or person(s) over whom the employee has charge or to whom the employee has a responsibility or of an animal owned by the State; or ○ absence from work after all authorized leave credits and benefits have been exhausted; or ○ falsification of a State application or in other employment documentation. • 02 Unsatisfactory Performance - work-related performance that fails to satisfactorily meet job requirements as set out in the relevant job description, work plan, or as directed by the management of the work unit or agency. • 03 Gross inefficiency - Failure to satisfactorily perform job requirements as set out in the job description, work plan, or as directed by the management of the work unit or agency; and, the act or failure to act causes or results in: <ul style="list-style-type: none"> ○ death or serious bodily injury or creates conditions that increase the chance for death or serious bodily injury to an employee(s) or to members of the public or to a person(s) for whom the employee has responsibility; or, ○ the loss of or damage to state property or funds that results in a serious adverse impact on the State and/or work unit.

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		<ul style="list-style-type: none"> • 40 115C Pre-Disciplinary - Suspension without pay during period of pending disciplinary action of a teacher or school administrator who was hired in a position subject to the G.S. 115C public education human resources system • 41 115C Disciplinary - Final decision to suspend a teacher or school administrator without pay for no more than 60 days under G.S. 115C 325(f)(2).
Z3 – LOA	<p>Used when an employee is out of work on paid or unpaid leave.</p> <p>Temps are eligible for WC. (12 and 14)</p>	<p>POLICY LINK: http://www.oshr.nc.gov/Guide/Policies/policies.htm (Sections 5 & 6)</p> <ul style="list-style-type: none"> • 01 FMLA – employee is out for a reason that qualifies for FMLA. • 06 Parental (not FMLA) employee is not eligible for FMLA. • 07 Family Illness Leave – employee is out due to having to take care of immediate family members and the employee chooses to not use FMLA • 08 Extended Illness – employee illness that is not covered by FMLA or short term disability. • 10 Reserve Active Duty (leave) – employee is exhausting vacation, bonus or comp time prior to RAD 30 day leave. • 11 Reserve Active Duty (lump sum) - employee is paid for vacation, bonus or comp time prior to RAD 30 day leave. • 09 Reserve Active Duty (30 days) – employee is placed on RAD 30 days with Active Duty orders (calendar days) • 25 Reserve Active Duty – employee is placed on RAD Active Duty on 31st day. • 12 WC 7 day waiting period – Employee waiting period before workers’ compensation benefits begins; effective date will be the 1st day out of work. (Optional) • 13 WC Leave of Absence w/supplement – Employee is removed from work by the treating physician and has opted to exhaust available leave according to the OSHR WC Supplemental Leave Schedule. This is effective the 8th day of absence. • 14 WC Leave of Absence – Employee is placed on Workers’ Compensation Leave. This is effective 8th day of absence; employee is not using supplemental leave. • 15 WC Salary Continuation Pay – Employee is listed in NCGS §143-166.13 is placed on Workers’ Compensation leave with Salary Continuation pay for up to two (2) years from date employee is unable to work either a partial or full day. Injury is result from or arises out of episode of violence, resistance, or due to other special hazards that occur while eligible person is performing official duties. Authorized treating physician has removed employee from work or injury related work

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		<p>restrictions cannot be accommodated by employer. TPA investigation/OSHR review/agency approval required. (See NCGS §143-166.14)</p> <ul style="list-style-type: none"> • 17 WC Continuation Pay for Teachers Only. Employee works in any educational institution supported by and under control of the State placed on Workers' Compensation leave with Salary Continuation pay for up to 1 year from date employee is unable to work either a partial or full day. Injury is due to "episode of violence". Authorized treating physician has removed employee from work or injury related work restrictions cannot be accommodated by employer. TPA investigation/agency approval required. (See NCGS §115C-338) • 18 Education – employee is on leave to go back to school. • 19 Short-Term Disability 60 day waiting period – to track waiting period regardless if paid or unpaid. • 26 Short-Term Disability (Leave) – employee is using leave during short-term disability. • 22 Short-Term Disability (lump sum) – employee is paid out for leave in one payment. • 20 Short-Term Disability Regular – employee is placed on this reason on the 61st day if not using leave. • 21 Short-Term Disability Extended – employee is extended beyond 12 months. • 23 Other – no other reason is applicable. • 24 Emergency Layoff - may be used for the following: <ul style="list-style-type: none"> ○ Public Health officials quarantine an employee, or ○ Public Health officials and the agency authority concur that the employee should be excluded from work. • 27 Extended Military – Granted for all uniformed service duty that is not covered by military leave with pay as defined by policy for active/inactive duty training, physical exams, and reserve active duty. • 28 Military Care Giver - Employee is out for a reason that qualifies for Military Care Giver leave. • 29 Military Training - Employee is out for involuntary active/inactive duty training. • 30 Civil Air Patrol - Employee is performing missions or encampments, authorized and requested by the U.S. Air Force or emergency missions for the State at the request of the Governor or the Secretary of the Department of Public Safety.

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		<ul style="list-style-type: none"> • 31 State Defense Militia Duty - Employee has been ordered or called out by the Governor for a special activity or State duty mission. • 32 Long-Term Disability (Leave) - Employee has completed short-term disability and is approved for long-term disability (LTD) but the employee needs/chooses to exhaust any unused vacation/bonus and/or sick leave prior to separation for LTD.
Z7 – Non-Beacon to Beacon	<p>Employee currently working for a Non-BEACON agency or State University is transferring without a break in service (separation of 31 calendar days) to a BEACON agency; or employee previously worked for a Non-BEACON agency or State University and is returning after a break in service to a BEACON agency. (Example - NCSU to DOT)</p> <p>This action is also used if a former employee left State employment before his or her agency implemented BEACON (the former employee has a record in PMIS, but does not have any record in BEACON SAP). NOTE: Employee has <u>not</u> been in BEACON SAP system before.</p>	<p>POLICY LINK: http://www.oshr.nc.gov/Guide/Policies/4_Salary%20Administration/Horizontal%20Transfer.pdf</p> <p>ACTION GUIDE LINK: http://www.osc.nc.gov/training/osctd/help/Personnel%20Administration/Job%20Aids/NonBeaconToBeaconActionGuide.pdf</p> <ul style="list-style-type: none"> • 01 Transfer Lateral - Movement without a break in service to a position assigned to a same salary grade or movement without a break in service between positions from one career-banded class to another with the same market rate or movement without a break in service to a position within the banded class with the same competency level. • 02 Transfer Re-assignment - Movement without a break in service to a position assigned to a lower salary grade or movement without a break in service between positions from one career-banded class to another with a lower market rate or movement without a break in service to a position within the same banded class with a lower competency level. • 03 Transfer Promotion - Movement without a break in service to a position assigned to a higher salary grade or movement without a break in service between positions from one career-banded class to another with a higher market rate or movement without a break in service to a position within the same banded class with a higher competency level. • 09 Grade Band Transfer - Movement without a break in service between banded and graded classes • 10 Class/Pay Plan Change - Employee movement between two SPA positions assigned to the following different class/pay systems. <ul style="list-style-type: none"> ○ Pilot banded ○ Skill Based Pay ○ Flat rate • 11 EPA-SPA - Employee movement between an EPA position and a SPA position or vice versa

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		<ul style="list-style-type: none"> • 04 Return to State within 12 months (same salary grade) –employee separated from a graded position is rehired in less than 12 months to a graded position with the same salary grade. [NOTE: Not to be used for re-employment from or to Career Banded positions or other non-graded pay system] • 05 Return to State within 12 months (higher salary grade) - employee separated from a graded position is rehired in less than 12 months to a graded position with a higher salary grade. [NOTE: Not to be used for re-employment from or to Career Banded positions or other non-graded pay system] • 06 Return to State within 12 months (lower salary grade) - employee separated from a graded position is rehired in less than 12 months to a graded position with a lower salary grade. [NOTE: Not to be used for re-employment from or to Career Banded positions or other non-graded class/pay system] • 07 Return to State within 5 years –employee separated from a graded position is rehired to a graded position after a separation of more than 12 months but no more than 5 years; or employee who separated from any non-graded pay system (banded, skill based pay, pilot band, flat rate) and is being rehired in a State position (any pay system) after a separation of no more than 5 years or employee separated from Non-Beacon agency or State University and is rehired as a temporary employee in BEACON within 5 years. [NOTE: Check reinstatement of sick leave if eligible.] • 08 Return to State after 5 years – Employee separated from any pay system is rehired after 5 years to a State position in any pay system or employee separated from Non-Beacon agency or State University and is rehired as a temporary employee in BEACON after 5 years. [NOTE: Sick leave shall not be reinstated.]
Z8 – Transfer	The movement of an employee from one position to another within the present agency or between BEACON agencies without a break in service. Break in service is defined as 31 calendar days or more.	<p>POLICY LINK: http://www.oshr.nc.gov/Guide/Policies/4_Salary%20Administration/Horizontal%20Transfer.pdf</p> <p>ACTION GUIDE LINK: http://www.osc.nc.gov/training/osctd/help/Personnel%20Administration/Job%20Aids/TransferActionGuide.pdf</p> <ul style="list-style-type: none"> • 01 Agency to Agency Lateral - movement to a position assigned the same salary grade or movement between positions from one career-banded class to another with the same market rate or movement to a position within the same banded class with the same competency level. (Change in position number) • 02 Agency to Agency Re-assignment - movement to a position assigned a lower salary grade or movement between positions from one career-banded class to another

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		<p>with a lower market rate or movement to a position within the same banded class with a lower competency level. (Change in position number)</p> <ul style="list-style-type: none"> • 05 Agency to Agency Promotion - movement to a position assigned a higher salary grade or movement between positions from one career-banded class to another with a higher market rate or movement to a position within the same banded class with a higher competency level. (Change in position number) • 06 Within Agency Lateral - is a change in status resulting from assignment to a position assigned a same salary grade or movement between positions from one career-banded class to another with the same market rate or movement to a position within the same banded class with the same competency level. (Change in position number) • 07 Within Agency Re-assignment - is a change in status resulting from assignment to a position assigned a lower salary grade or movement between positions from one career-banded class to another with a lower market rate or movement to a position within the same banded class with the lower competency level. (Change in position number) • 08 Grade Band Transfer - Employee movement between career-banded and graded positions. (Change in position number) <ul style="list-style-type: none"> ○ Career-Banded to Graded ○ Graded to Career-Banded • 09 Class/Pay Plan Change - Employee movement between two SPA positions with either position assigned to one of the following class/pay systems: <ul style="list-style-type: none"> ○ Pilot banded ○ Skill Based Pay ○ Flat rate (Change in position number) • 10 EPA-SPA - Employee movement between an EPA position and an SPA position or vice versa (Change in position number) • 12 Temp to Perm - Employee movement from a temporary position to a permanent position (Change in position number) <ul style="list-style-type: none"> ○ Temporary employees should be separated at the end of a Temporary assignment EXCEPT for the following scenarios: <ul style="list-style-type: none"> ▪ A Temporary employee separates from their Temporary assignment on one day and begins a Permanent assignment the very next day. The correct BEACON action would be Transfer/Temp to Perm.

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		<ul style="list-style-type: none"> ▪ A Temporary employee separates from their Temporary assignment on Friday and begins their Permanent assignment on the next Monday. The correct BEACON action would be Transfer/Temp to Perm. ○ Permanent employees should be separated unless transferring to a Temporary assignment the very next day. If the transition to a Temporary assignment is the next day, the correct BEACON action is a Transfer/Perm to Temp. • 13 Perm to Temp - Employee movement from a permanent position to a temporary position (Change in position number) • 14 Temp to Temp - employee movement from a temporary position to another temporary position (Change in position number) • 60 Within Agency Reorganization - Position and employee are being transferred to a new supervisor, work unit, county, and/or cost center within the current agency due to reorganization. Position number does not change. Temp reorganization within agency • 61 Agency to Agency Reorganization - Position and employee are being transferred to a new supervisor, work unit, and/or cost center outside of the current agency due to reorganization. Position number does not change. Temp reorganization from agency to agency
Z9 - Appointment Change	<p>The change in employee's type of appointment. Such as permanent, probation, time-limited, time-limited probationary, trainee, etc.</p> <p>NOTE: Employee is not changing position numbers.</p>	<p>POLICY LINK: http://www.oshr.nc.gov/Guide/Policies/3_Employment%20and%20Records/Appointments,%20Types%20of.pdf</p> <ul style="list-style-type: none"> • 01 Trainee to Permanent – employee has completed his/her trainee progression. • 08 Supplemental to Probation – employee is changing from Temporary status to a Probationary status, within the same position, but the employee must serve a probationary period. • 09 Supplemental to Permanent – employee is changing from a Temporary status to a Permanent status, within the same position, in which the employment in the Temporary position satisfies the probation period and credentials have been verified. • 11 Probation to Permanent – employee has completed the probationary period. • 03 Probation/Time-Limited to Time-Limited – employee has completed the probationary time-limited period. • 02 Time-Limited to Permanent – employee has exceeded 36 months of employment or position is being made permanent. • 22 Time-Limited to Probation - Employee is changing from time-limited status to probationary status within the same position.

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		<ul style="list-style-type: none"> • 04 Part-Time to Full-Time – employee hours will be 40. • 05 Full-Time to Part-Time – employee hours will be less than 40. • 06 Change in Hours – Part-time hours changing. • 07 Extension of Appointment (no money involved). • 10 Intermittent to Probation – employee status that requires a probationary period. • 12 Permanent to Time-Limited – employee status that is time-limited. • 13 Permanent to Supplemental – employee status that is Temporary. • 14 Permanent to Intermittent – employee status that is Intermittent. • 15 Change in FLSA - Employee overtime eligibility status (FLSA) is changing. (most used by temps) • 16 Trainee to Probation – employee has completed trainee progression but hasn't completed the probationary period. • 17 Probation to Trainee – employee has accepted a position with a training progression. • 18 Permanent to Trainee – employee has accepted a position with a training progression. • 19 Supplemental to Trainee – employee is changing from Temporary status to a Trainee status. • 20 Supplemental to Time-Limited – employee is changing from Temporary status to a Time-Limited status. • 21 Supplemental to Probation TL – employee is changing from Temporary status to Probation time-Limited status.
ZA - Reallocation	The assignment of a position to a different classification documented through data collection and analysis according to customary professional procedure and approved by the State Human Resources Director.	<p>POLICY LINK: http://www.oshr.nc.gov/Guide/Policies/4_Salary%20Administration/Reallocation.pdf</p> <ul style="list-style-type: none"> • 01 Reallocation Up – employee graded or banded has been assigned to a higher level job to recognize the higher level duties or Temp employees assigned higher level duties • 02 Reallocation Inc Partial - employee receives a portion of the increase. [NOTE: This action is used for employees in graded positions only.] • 03 Reallocation Inc-After Eff Date Complete - employee receives remainder of increase. [NOTE: This action is used for employees in graded positions only.]

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		<ul style="list-style-type: none"> • 05 Reallocation Down – employee graded or banded has been assigned to a lower level job to recognize the lower level duties or Temp employees assigned lower level duties. • 06 Reallocation Horizontal – employee graded or banded has been assigned to the same level job to recognize the same level duties or Temp employees assigned to same level duties. • 07 Class/Pay Plan Change – Employee’s SPA classification/pay is being assigned to a different SPA classification/pay system; or assignment from SPA classification/pay to an EPA State Treasurer Investment (STI) pay plan or vice versa. <ul style="list-style-type: none"> ○ Graded ○ Career banded ○ Pilot banded ○ Skill Based Pay ○ Flat rate ○ STI Pay Plan <p>(No change in position number)</p>
ZB - Demotion	A change in position and/or pay which results from inefficiency in performance or as a disciplinary action.	<p>POLICY LINK: http://www.oshr.nc.gov/Guide/Policies/4_Salary%20Administration/Demotion%20or%20Reassignment.pdf</p> <ul style="list-style-type: none"> • 01 Personal Conduct – Position - Disciplinary action resulting in employee assignment into a different position with a lower grade or lower journey market rate, or same banded class with a lower competency level. • 02 Gross Inefficiency – Position - Disciplinary action resulting in employee assignment into a different position with a lower grade or lower journey market rate, or same banded class with a lower competency level. • 03 Unsatisfactory Performance – Position - Disciplinary action resulting in employee assignment into a different position with a lower grade or lower journey market rate, or same banded class with a lower competency level. • 04 Personal Conduct – Job Reallocation - Disciplinary action resulting in employee’s classification changing to a graded or banded class with a lower grade or journey market rate. (Employee’s position may or may not be reallocated. If not, explain work-against in comments.) • 05 Gross Inefficiency – Job Reallocation - Disciplinary action resulting in employee’s classification changing to a graded or banded class with a lower grade or journey

Code & Action	Action Definition	Reason Codes and Definitions
		<p>market rate. (Employee's position may or may not be reallocated. If not, explain work-against in comments.)</p> <ul style="list-style-type: none"> • 06 Unsatisfactory Performance – Job Reallocation - Disciplinary action resulting in employee's classification changing to a graded or banded class with a lower grade or journey market rate. (Employee's position may or may not be reallocated. If not, explain work-against in comments.) • 07 Personal Conduct – Salary - Disciplinary action resulting in salary reduction in same position. • 08 Gross Inefficiency – Salary - Disciplinary action resulting in salary reduction in same position. • 09 Unsatisfactory Performance – Salary - Disciplinary action resulting in salary reduction in same position. • 40 115C Demotion - Disciplinary action resulting in a reduction in salary of a teacher or school administrator who was hired in a position subject to the G.S. 115C public education human resources system. [NOTE: Specific reason for the demotion as outlined in G.S. 115C-325(c)(1) must be placed in the comments section.] Demotion does not include a suspension without pay, the elimination or reduction of a bonus payment or supplement, or a reduction in pay that results from elimination of a special duty, i.e., athletic coach or choral director.
ZC – Salary Adjustment	An increase in an employee's salary within the current position.	<p>POLICY LINK: http://www.oshr.nc.gov/Guide/Policies/policies.htm (Section 4)</p> <p>ACTION GUIDE LINK: http://www.osc.nc.gov/training/osctd/help/Personnel%20Administration/Job%20Aids/SalaryAdjustmentActionGuide.pdf</p> <ul style="list-style-type: none"> • 01 Salary Adjustment – general increase in an EPA employee or temporary employee's base salary, or a federal "prevailing wage" salary increase to an employee with a H1B Visa. NOTE: Use of this reason for any other reason than defined must have OSHR approval. • 07 Acting Pay – temporary increase in employee base salary as a result of assuming the duties of a higher level position that is vacant or while an employee is on an extended leave of absence. [NOTE: This action should be used to award acting pay in any of the SPA pay systems.].

Code & Action	Action Definition	Reason Codes and Definitions
		<ul style="list-style-type: none"> • 08 Retention Adjustment – increase in employee base salary due to receiving an outside offer and approval from State Human Resources Director. NOTE: Agencies typically use the in-range adjustment retention reason if the employee meets the eligibility requirements and the percentage awarded falls within the in-range adjustment policy guidelines. • 09 Trainee Adjustment – increase in employee base salary based on Trainee Progression Guide. • 10 Lead Worker Adjustment – increase in employee base salary due to assuming lead worker responsibilities. • 11 EPA Supplemental Payment - Pay in addition to base pay. • 12 In-Range – Higher Level – increase in employee base salary due to documented changes has occurred in duties and responsibilities that are at a higher level but not substantial enough to justify reclassification to a higher salary grade or a salary range revision. [NOTE: This action should not be used for career-banded employees.] • 13 In-Range – Increase Variety - increase in employee base salary due to documented changes occurring in duties and responsibilities that are at the same level but the changes have increased the variety and scope of duties and/or accountability of the employee. [NOTE: This action should not be used for career-banded employees.] • 14 In-Range – Equity – increase in employee base salary to establish equitable salary relationships among employees performing the same type and level of work. [NOTE: This action should not be used for career-banded employees.] • 15 In-Range – Retention – increase in employee base salary to avoid losing the employee due to an outside job offer. [NOTE: This action should not be used for career-banded employees.] • 16 In-Range – Turnover – increase in employee base salary to reduce turnover. [NOTE: This action should not be used for career-banded employees.] • 17 In-Range – Other Labor Market – increase in employee base salary due to documented labor market information. [NOTE: This action should not be used for career-banded employees.] • 18 Geographic Differential – increase in employee base salary based on Geographic Differential Guide. [NOTE: This action should not be used for career-banded employees.] • 19 Site Differential - used by Department of Public Safety – Adult Corrections Division only.

Code & Action	Action Definition	Reason Codes and Definitions
		<ul style="list-style-type: none"> • 20 CGRA – increase in employee base salary for Career Growth Recognition Award, approved by Legislation. • 22 Legislative Increase - increase in employee base salary for Cost-of-Living, approved by Legislation. • 23 Performance Increase – increase in employee base salary for performance. • 24 LEO Sworn – increase in employee base salary for obtaining Basic Law Enforcement Training (BLET) certification • 40 Temp In-Range for Job Change - Increase in an SPA graded employee base salary resulting from the temporary assignment of additional job duties and responsibilities such as a special project or assignment. NOTE: Additional duties are not the result of “acting pay or acting promotion”. [NOTE: This action should not be used for career-banded employees.] • 02 Correct New Hire Salary - Decrease or increase in employee base salary to correct the new hire salary • 50 Auto Sal Adj – AOC Only - Salary adjustments authorized by NC General Statutes (7A-102 and 7A-171.1) for assistant clerks, deputy clerks, deputy clerks/bookkeepers and magistrates • 39 Salary Adjustment Fund - A salary increase that is funded through special legislation and approved by the Office of State Budget and the Office of State Human Resources prior to the PCR being created.
<i>ZD – Cancel Salary Adjustment</i>	Cancel increase given.	<p>POLICY LINK: http://www.oshr.nc.gov/Guide/Policies/policies.htm (Section 4)</p> <ul style="list-style-type: none"> • 01 Cancel Salary Adjustment – employee’s salary reverts to salary prior to adjustment; adjustment removed. • 02 Cancel Acting Pay/Promotion – employee’s salary reverts to salary prior to Acting Pay/Promotion; Acting Pay/Promotion removed. • 03 Cancel Lead Adjustment – employee’s salary reverts to salary prior to lead adjustment; Lead Adjustment removed. • 04 Cancel In-Range Adjustment – employee’s salary reverts to salary prior to salary before IRA; In-Range Adjustment removed. • 05 Cancel Geographical Differential – employee’s salary reverts to salary prior to the geographical differential; geographical differential removed. • 06 Cancel Site Differential - employee’s salary reverts to salary prior to the site differential; site differential removed.

Code & Action	Action Definition	Reason Codes and Definitions
		<ul style="list-style-type: none"> • 07 Cancel CGRA – employee’s salary reverts to salary prior to the CGRA; CGRA removed. • 09 Cancel Legislative Increase - employee’s salary reverts to salary prior to the LI; LI removed. • 10 Cancel Career Progression – employee’s salary reverts to salary prior to the Career Progression; Career Progression removed. • 11 Cancel LEO Sworn – employee’s salary reverts to salary prior to the LEO Sworn Increase; LEO Sworn Increase removed. • 12 Cancel Temp Comp/Skill - Employee’s salary reverts to the salary prior to the temporary comp/skill adjustment. • 13 Cancel Temp IRA for Job Change - Employee’s salary reverts to the salary prior to the temporary in-range adjustment for job change. • 50 Cancel Auto Sal Adj – AOC Only - Employee’s salary reverts to salary prior to salary before Salary Adjustment; Auto Sal Adj – AOC Only removed.
<i>ZE – Range Revision</i>	Any change in a salary range approved by the State Personnel Commission and resulting from changes in the labor market.	<p>POLICY LINK: http://www.oshr.nc.gov/Guide/Policies/4_Salary%20Administration/Salary%20Range%20Revision.pdf</p> <ul style="list-style-type: none"> • 01 Labor Market (LM) Full - Employee receives full labor market increase approved by the SPC. • 02 Labor Market Partial - Employee receives a portion of the labor market increase approved by the SPC. • 03 LM After Eff Date Complete - Employee receives the remainder of the labor market increase approved by the SPC. • 04 LM After Eff Date Retro/Min - Employee is below the new minimum established by labor market; adjustment to the new minimum may be retro to SPC approved effective date. • 05 LM No Salary Adjustment - Employee’s salary grade is being adjusted as approved by the SPC based on labor market with no increase in pay. • 10 Job Change Full - Employee receives full job change increase as approved by the SPC. • 12 Job Change Partial - Employee receives a portion of the job change increase with a balance to be awarded later when funds become available. • 13 Job Chg Aft Eff Date Complete - Employee receives the remainder of the job change increase approved by the SPC.

Code & Action	Action Definition	Reason Codes and Definitions
		<ul style="list-style-type: none"> 14 Job Chg Aft Eff Date Retro to Min - Employee is below the new minimum established by job change; adjustment to the new minimum may be retro to SPC approved effective date. 15 Job Chg No Salary Adjustment - Employee's salary grade is being adjusted as approved by the SPC based on job change with no increase in pay.
ZF – Separation Pay Continuation	Employee separates but is receiving a check for a specific period of time.	<p>POLICY LINK: http://www.oshr.nc.gov/Guide/Policies/policies.htm (Sections 11 and 12)</p> <ul style="list-style-type: none"> 01 Retirement (Law Enforcement Supplement) – paid to eligible LEOs until they reach 62nd birthday. (Only for eligible LEOs who are currently contributing to the LEO Retirement system.) 02 Reduction in Force Severance and/or Health Insurance – employee is reduced in force for reasons of shortage of funds or work, abolishment of a position, or other material changes in duties or organization; the Office of State Budget has determined that the employee is eligible for severance (Requires OSHR approval). This action and reason will be used for paying severance ; action and reason also used for employee until he or she is no longer eligible for health insurance (normally 12 months unless the employee is provided health coverage on a non-contributory basis by a subsequent employer). The Agency will separate the employee after the 12 months. (ZG – Separation) but they must coordinate with BEST HR/Benefits prior to processing the Action. 04 Separation – Short-Term Disability – employee is separated but still receiving Short-Term Disability benefits. 09 STD Exhausting Leave Payout – employee is separated but is exhausting leave. 10 LTD Exhausting Leave Payout – employee is separated but is exhausting leave.
ZG – Separation	From State service occurs when an employee leaves the payroll for the following reasons: resignation, voluntary resignation w/o notice, separation due to unavailability, retirement, reduction-in-force, dismissal, appointment ended, and death.	<p>POLICY LINK: http://www.oshr.nc.gov/Guide/Policies/policies.htm (Section 11)</p> <ul style="list-style-type: none"> 01 Better Employment – accepted employment from private company 02 Personal Reasons – leaving for personal reasons 03 Involuntary Separation - (1) the employee's inability to return to all of his/her position's essential duties and work schedule due to a medical condition or the vagueness of a medical prognosis; or (2) the employee and the agency cannot reach agreement on a return to work arrangement that meets both the operating needs of the agency and the employee's medical/health needs. 04 Did not Report – no show

Code & Action	Action Definition	Reason Codes and Definitions
		<ul style="list-style-type: none"> • 05 Voluntary resigned without Notice - employee who is absent from work and does not contact the employer for three consecutive scheduled workdays may be separated from employment as a voluntary resignation • 06 RIF with no Severance/Health Insurance - employee reduced in force for reasons of shortage of funds or work, abolishment of a position, or other material changes in duties or organization, but the employee is not eligible for severance or health insurance benefits. (Requires OSHR approval) • 07 No Reason Given – employee didn’t give a reason. • 08 Long-Term Disability – employee has exhausted short-term disability and been approved by the Retirement System to be separated to Long-Term Disability. • 09 Retirement - The last day of work shall be the date separated, except in cases where an employee is exhausting leave prior to retirement. If the last day of work is the last workday in the month, the employee shall be paid for the full month. • 010 Retirement Disability – employee receives disability until they meet retirement eligibility. • 11 Contract Ended – end of contract • 12 Time Limited Appt. Term – end of time-limited appointment • 13 Supplemental Appt. Term – end of temporary appointment • 15 Not Re-Elected – employee wasn’t re-elected • 14 Appointment Ended - separation occurs when an employee is terminated for reasons other than just cause from one of the following positions: <ul style="list-style-type: none"> ○ exempt positions appointed by the Governor, ○ policy/making positions, ○ confidential assistants and secretaries or ○ chief deputy or chief administrative assistant or ○ certain Judicial Branch positions. • 27 Removal From Office - AOC Only. This reason should only be used by the Judicial Branch for elected/appointed officials removed from office. • 16 Dismissed – Gross Inefficiency – separated for gross-inefficiency. • 17 Dismissed – Conduct – separated for conduct. • 18 Dismissed – Unsatisfactory Performance – separated for unsatisfactory performance.

Code & Action	Action Definition	Reason Codes and Definitions
		<ul style="list-style-type: none"> • 20 Prior to achieving perm status – employee involuntarily separated during probation at the initiation of management. • 21 Pay in lieu of notice – employee is paid for notice instead of working the notice (Requires OSHR approval). • 22 Death - The last day of work or the day of death shall be the date separated. If the last day of work is the last workday in the month, the employee shall be paid for the full month. • 23 Other – no other reason is applicable. • 24 Terminate while on FMLA – employee did not return from FMLA. • 25 Beacon to Non-Beacon Agency – employee transfers to a Non-Beacon Agency. • 26 Cancel Separation Pay Continuation – moves separated employee from inactive to withdrawn status and will no longer receive pay from BEACON. • 28 RIF – Discontinued Service Retirement - employee is reduced in force and has been approved by the Office of State Budget and Management to receive discontinued service retirement. (Requires OSHR approval) • 29 Unavailable to Work - Employee becomes or remains unavailable for work after all applicable leave credits have been exhausted and agency management does not grant a leave without pay, or does not extend a leave without pay period, for reasons deemed sufficient by the agency. • 40 115C Dismissal - Dismissal of a teacher or school administrator who was hired in a position subject to the G.S. 115C public education human resources system. [NOTE: Specific reason for the dismissal as outlined in G.S. 115C-325(c)(1) must be placed in the comments section.]
ZH – Career Progression	Pay factors support a salary adjustment and/or competency level adjustment within the pay range of the employee's career-banded class, in conjunction with the employee's attainment and demonstrated use of competencies in same position.	<p>POLICY LINK: http://www.oshr.nc.gov/Guide/Policies/4_Salary%20Administration/Career%20Banding%20Salary%20Administration.pdf</p> <ul style="list-style-type: none"> • 01 N/A Grade Band Transfer – Employee movement between banded and graded classes (Banded to Graded Classes and Graded to Banded Classes). • 02 CP-Comp/Skill - Pay factors support a salary adjustment within the pay range of the employee's career-banded class competency level, in conjunction with the employee's attainment and demonstrated use of competencies in the same position at the same overall competency level. The employee's overall competency level will not change. (If salary adjustment is not granted due to funding issues, , an action is not processed.)

Code & Action	Action Definition	Reason Codes and Definitions
		<ul style="list-style-type: none"> • 05 CP-Labor Market – An employee’s salary is low in relation to market guidelines applicable to the employee’s competencies, and a salary adjustment is in order. Such a situation could be due to: an adjustment in the banded class market rates in conjunction with a labor market study; implementation of a market reference rate with the agency/university; insufficient funding at time of career banding implementation to pay employee at appropriate rate; removal of an internal equity/pay alignment issue that had prevented an employee from being paid at appropriate competency rate. • 06 CP-Comp Level Change – Employee’s overall competency level is changing as a result of the employee’s attainment/assignment and demonstrated use of competencies at a higher or lower overall competency level within the same banded class. The pay factors may support an increase, decrease or no change in salary. (NOTE: change in overall competency level that results from disciplinary action shall be coded as a Demotion) • 08 Broad Band Level Change – a change in the level to which an employee is assigned. (Used for pilot banded employees.) • 10 Broad Band Job Change – Transfer of an employee from one banded occupational group to another banded occupational area. May or may not involve position number and salary change. Object id must change. If salary change is involved, include in the comment, reason for the adjustment and justification for any increase exceeding 10%. (Used for pilot banded employees.) • 11 NA Salary Adjustment Fund – <i>Inactive as of 1/1/2014</i> - A salary increase, provided through approved use of salary adjustment funds, granted to career-banded employees whose salary upon transfer from the graded system to the banded system is less than allowed by the career-banding salary administration policy (Requires OSHR approval). • 03 Temporary Comp/Skill - Salary adjustment within the pay range of the employee’s career-banded class, in conjunction with the employee’s temporary assignment of higher level competencies in the same position. Overall competency level may or may not change. NOTE: Additional competencies are not the result of “acting pay or acting promotion”.
ZM – Band Revision	Commission approved change in career-banding rates based on labor market review.	<p>POLICY LINK: http://www.oshr.nc.gov/Guide/Policies/4_Salary%20Administration/Career%20Banding%20Salary%20Administration.pdf</p> <ul style="list-style-type: none"> • 01 Movement of Market Rates – employee receives the difference between Journey rates

Code & Action	Action Definition	Reason Codes and Definitions
<i>ZR - Incorrect Hire Date</i>		<ul style="list-style-type: none"> 01 Incorrect Hire Date - This action/reason is used by BEST HR only. It negates an incorrect hire date and makes the employee withdrawn. For example, employee entered into system effective Oct 1 but did not arrive until Oct 14. Action makes employee withdrawn for this time period and must be followed with ZS/01 – New Hire Date Adjusted/Correct Hire Date to make employee active in system.
<i>ZS – New Hire Date Adjusted</i>		<ul style="list-style-type: none"> 01 Correct Hire Date - ZS/01 – This action/reason is used by BEST HR only. A revision of sorts and actually corrects the effective date by moving the date forward to Oct 14 from the entered hire/reinstatement date of Oct 1...Makes the employee active with correct revised hire date. Can only move the date forward; cannot revise the date backward.

Employment Status by Action

Active Status	Inactive Status	Withdrawn Status
Appointment Change	Separation Pay Continuation	Incorrect Hire Date
Band Revision	Suspension	Separation
Cancel Salary Adjustment		
Career Progression		
Demotion		
Investigatory w/Pay		
LOA		
New Hire		
New Hire Date Adjusted		
Non-Beacon to Beacon		
Promotion		
Range Revision		
Reallocation		
Reinstatement/Reemployment		
Salary Adjustment		
Transfer		

Temporary Actions

Action	Reason	Inactive Status
Z0 - New Hire	01 – New Hire	Initial entry into the BEACON system as a temporary employee
Z2 – Reinstatement/Reemployment	19 - Return to Supplemental	Return to work
Z3 – LOA <i>(Temps are eligible for WC)</i>	12 - WC 7 day waiting period	Employee waiting period before workers' compensation begins payment
	14 - WC Leave of Absence	Employee is placed on Workers' Compensation
Z7 – Non-Beacon to Beacon	07 – Return to State within 5 years	Or employee separated from Non-Beacon agency or State University and is rehired as a temporary employee in BEACON within 5 years
	08 – Return to State after 5 years	employee separated from Non-Beacon agency or State University and is rehired as a temporary employee in BEACON after 5 years
Z8 – Transfer	Temp to Perm/Perm to Temp Transfers	<p>Temporary employees should be separated at the end of a Temporary assignment EXCEPT for the following scenarios:</p> <ul style="list-style-type: none"> • A Temporary employee separates from their Temporary assignment on one day and begins a Permanent assignment the very next day. The correct BEACON action would be Transfer/Temp to Perm. • Temporary employee separates from their Temporary assignment on Friday and begins their Permanent assignment on the next Monday. The correct BEACON action would be Transfer/Temp to Perm. <p>Permanent employees should be separated unless transferring to a Temporary assignment the very next day. If the transition to a Temporary assignment is the next day, the correct BEACON action is a Transfer/Perm to Temp.</p>
	12 – Temp to Perm	Employee movement from a temporary position to a permanent position (Change in position number)
	13 – Perm to Temp	Employee movement from a permanent position to a temporary position (Change in position number)

	14 – Temp to Temp	employee movement from a temporary position to another temporary position (Change in position number)
	60 – Within Agency Reorganization	Position and employee are being transferred to a new supervisor, work unit, county, and/or cost center within the current agency due to reorganization. Position number does not change. Temp reorganization within agency
	61 – Agency to Agency Reorganization	Position and employee are being transferred to a new supervisor, work unit, and/or cost center outside of the current agency due to reorganization. Position number does not change. Temp reorganization from agency to agency
Z9 – Appointment Change	08 - Supplemental to Probation	Employee is changing from Temporary status to a Probationary status, within the same position, but the employee must serve a probationary period
	09 – Supplemental to Permanent	Employee is changing from a Temporary status to a Permanent status, within the same position, in which the employment in the Temporary position satisfies the probation period and credentials have been verified
	13 - Permanent to Supplemental	Employee status that is Temporary
	15 – Change in FSLA	Employee overtime eligibility status (FLSA) is changing. (most used by temps)
	20 - Supplemental to Time-Limited	Employee is changing from Temporary status to a Time-Limited status
	21 - Supplemental to Probation TL	Employee is changing from Temporary status to Probation time-Limited status.
ZA – Reallocation	01 – Reallocation Up	Employee graded or banded has been assigned to a higher level job to recognize the higher level duties. Or Temp employees assigned higher level duties
	05 – Reallocation Down	Employee graded or banded has been assigned to a lower level job to recognize the lower level duties. Or Temp employees assigned lower level duties
	06 – Reallocation Horizontal	Employee graded or banded has been assigned to the same level job to recognize the same level duties. Or Temp employees assigned to same level duties

PA Actions-Reasons Definitions

ZC – Salary Adjustment	01 – Salary Adjustment	General increase in an EPA employee or temporary employee's base salary, or a federal "prevailing wage" salary increase to an employee with a H1B Visa. NOTE: Use of this reason for any other reason than defined must have OSHR approval
	02 – Correct New Hire Salary	Decrease or increase in employee base salary to correct the new hire salary
ZG – Separation	13 – Supplemental Appt. Term	End of temporary appointment